



Request for City Council Committee Action from the Department of

Date: February 10, 2015

To: John Quincy, Ways and Means Budget Committee

Subject: Convention Center and Target Center Consulting Pool

Recommendation: Authorize the appropriate city staff to issue a Request for Proposal (RFP) for the Convention Center and Target Center Consulting Pool. Contracts with firms would be active for three years – January of 2016 – December of 2018

Previous Directives: The Convention Center and Target Center has existing Consulting Pool contracts with multiple vendors that are set to expire in December of the 2015.

Department Information

Prepared by:	Jeff Johnson, Executive Director Convention Center
Approved by:	Spencer Cronk, City Coordinator _____
Presenters in Committee:	Jeff Johnson

Reviews

- Permanent Review Committee (PRC): Approval X Date Jan 29, 2015
- Civil Rights Approval Approval X Date Feb, 5, 2015

Financial Impact

- Action is within the Budget

Supporting Information

In 2012, the Convention Center and Target Center selected consultant pool vendors through an RFP process. Over the last three years, the selected consultant pool members have helped both the Convention Center and Target Center complete improvement projects and gather information from subject matter experts more efficiently and with greater vision than one time relationships provide. For example, the Convention Center's three year relationship with the selected architectural firm has allowed us to plan for projects into the future which enables us to better utilize our repair and maintenance funding. The planning also allows us to schedule construction projects around our busy event schedule, which provides us the ability to maximize our revenue collection. In 2014, the Convention Center was able to construct our new welcome and information center, replace all carpet, replace two large movable walls in our exhibit halls, and complete many other infrastructure projects that will serve our customers better. In spite of all of this disruptive yet important work, the Convention Center had its highest revenue year ever. Without the consultant

pool, it would have been difficult to so aggressively update our facility in a one year cycle while remaining open for business.

We have learned a lot from our last RFP process and will focus on selecting vendors from areas of expertise that we engaged over the last three years. The Convention Center and Target Center must have the resources and mechanisms in place to remain competitive. Using consulting pool contracts allows staff to focus on future planning and present day execution of projects.

- **RFP Document**